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# Gateway User Guide

## **Current Year Financial Worksheet: Additional Calculations for Form 4B**

(Formerly known as the “Line 2 Worksheet”)

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## Current Year Financial Worksheet Overview



Many officials will know the Current Year Financial Worksheet under its previous name, the Line 2 Worksheet. This worksheet helps to derive a total of six lines that can be carried over directly into Form 4B. Officials should complete a Current Year Financial Worksheet for each of their funds.


## Accessing the Current Year Financial Worksheet


First, navigate to the “Unit Main Menu” by selecting the appropriate unit and then clicking “View Forms, Enter and Edit Budgets.”

**Department of Local Government Finance Tasks**

 **Customize Funds, Departments, Debts, Rev. Codes**  
View and edit lists of funds, depts., debts by fund and rev. codes.



  **View Forms, Enter and Edit Budgets**  
View, edit and submit Forms to DLGF.



 **County Council Review Worksheet**  
View and edit the County Council Review Worksheet for the selected unit.


 **Submit Proof of Publication and Signed Form 4**  
View, upload and submit budget-related documents to DLGF.


 **Optional Flat File Upload**  
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2


From the Budget Form Menu, notice that “Current Year Financial Worksheet: Additional Calculations for Form 4B” is expanded by default. Click on the link on the left side of the box that says “Click to edit form.”


 **Current Year Financial Worksheet: Additional Calculations for Form 4B** 


 [Click to edit form](#)  Not 'Ready to Submit'.


**Debt Worksheet** 


**Form 1: Budget Estimate** 

**Form 2: Estimate of Miscellaneous Revenues** 

**Form 3: Notice to Taxpayers** 

**Form 4: Ordinance / Resolution of Appropriations and Tax Rates** 

**Form 4A: Budget Report** 

**Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate** 

## Entering Data in the Current Year Financial Worksheet

The Current Year Financial Worksheet is 16 lines long. Most of these fields are data entry, whereas a few are populated from the Department's database or by totaling other lines on the worksheet.

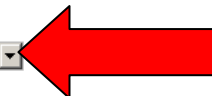
Navigation of the Current Year Financial Worksheet is done through a drop-down menu that will allow users to select a fund. All funds will need a completed Current Year Financial Worksheet.

**CURRENT YEAR FINANCIAL WORKSHEET**  
(Formerly Line 2 Worksheet)

**Selected Year:** 2013  
**Selected County:** DLGFIBRC County  
**Selected Unit:** Dlgf City 10  
**Select Fund:**

0005 - CASINO/RIVERBOAT

▼



The Current Year Financial Worksheet is divided into six sections: Line 2, Line 3, Line 4A, Line 4B, Line 6, and Line 7 calculations. For most funds, these calculations can be pulled into Form 4B. For debt service funds, all but the Line 2 calculations can be pulled into Form 4B. The Line 2 calculations can instead be pulled from the Debt Worksheet for debt service funds.

Line 2	
APPROPRIATIONS	
1. Current Year Approved Budget	\$ 412,423
2. Encumbrances Brought Forward	\$ <input type="text"/>
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ <input type="text"/>
b) Reductions January through June	\$ <input type="text"/>
4. Other Non-Appropriated Obligations	\$ <input type="text"/>
5. Total Approved Appropriations	\$
DISBURSEMENTS	
6. January through June Current Year Disbursements	\$ <input type="text"/>
7. Appropriation Balance	\$
8. Reductions July through December	\$ <input type="text"/>
9. Estimated Current Year Expenditures July through December	\$
Line 3	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$ <input type="text"/>
Line 4A	
11. Levy excess not transferred prior to June 30	\$ <input type="text"/>
12. Temporary Loans outstanding as of June 30	\$ <input type="text"/>
What fund loaned the cash on Line 12?	<input type="text"/>
13. Temporary loans not included in Lines 2 or 3	\$
Line 4B	
14. Temp loans to be repaid in the first six months of ensuing year	\$ <input type="text"/>
What fund loaned the cash on Line 14?	<input type="text"/>
Line 6	
15. June 30 Cash Balance, including investments	\$ <input type="text"/>
Line 7	
16. Taxes to be collected, present year (December settlement)	\$ <input type="text"/>

## Line 2

### Appropriations

#### 1. Current Year Approved Budget

For DLGF-approved funds, this value is the prior year certified budget. If a non-editable zero amount is being populated in error, please check the county's budget order online at <http://www.in.gov/dlgf/2339.htm>. Please verify that the fund code is the same as it appears on the budget order.

Line 2	
APPROPRIATIONS	
1. Current Year Approved Budget ⓘ	\$ 12,295,986

All other funds will need its current year adopted budget amount manually entered.

Line 2	
APPROPRIATIONS	
1. Current Year Adopted Budget ⓘ	\$ <input type="text"/>

#### 2. Encumbrances Brought Forward

Any open purchase order or contract that should have been paid in a previous year, but was not paid until the current year.

2. Encumbrances Brought Forward	\$ <input type="text"/>
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#### 3. Changes to Appropriations

Additional Appropriations (January to June)

3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$ <input type="text"/>

Reductions January through June – Amount determined by a resolution to decrease the current year certified budget.

b) Reductions January through June	\$ <input type="text"/>
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#### 4. Other Non-Appropriated Obligations

Any current item added to the current year appropriation that was not originally counted for and is included in the expenditures. *i.e. insurance reimbursements*

4. Other Non-Appropriated Obligations

\$

5. Total Appropriations

The total appropriations for the upcoming budget year are calculated as the sum of Lines 1, 2, 3a, 4 minus 3b.

This field will be automatically calculated once the save button on the bottom right-hand side of the worksheet has been clicked.

5. Total Appropriations

\$

## Disbursements

6. January through June Current Year Disbursements

The total of any expenditures for this time period.

### DISBURSEMENTS

6. January through June Current Year Disbursements

\$

7. Appropriation Balance

The appropriation balance will be calculated as the Line 5, Total Appropriations, minus Line 6, January through June Current Year Disbursements.

This field will be automatically calculated once the form has been saved.

7. Appropriation Balance

\$

8. Reductions July through December

Any anticipated or actual reductions planned in the last half of the current year.

8. Reductions July through December

\$

9. Estimated Current Year Expenditures July through December

The Estimated Current Year Expenditures July through December is calculated as Line 5, Total Appropriations, minus Line 6, January through June Current Year Disbursements, minus Line 8, Reductions July through December

This field will be automatically calculated once the form is saved.

9. Estimated Current Year Expenditures July through December ⓘ

\$

### Line 3

#### 10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year

Please type the total amount of all proposed or approved additional appropriations for this time period.

#### Line 3

10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year

\$

### Line 4A

#### 11. Levy excess not transferred prior to June 30

Insert the balance in the levy excess fund that has not been transferred to the appropriate fund. The appropriate fund would be the general fund for all non-township units and the general and/or fire fund for townships.

#### Line 4A

11. Levy excess not transferred prior to June 30

\$

#### 12. Temporary Loans outstanding as of June 30

These include inter-fund transfers and tax anticipation warrants.

What fund loaned the cash on Line 12?

Please type the name of the fund or financial institution that loaned the funds.

12. Temporary Loans outstanding as of June 30

\$

What fund loaned the cash on Line 12?

#### 13. Temporary loans not included in Lines 2 or 3

This amount will automatically total the amounts entered in Lines 11 and 12 once the form is saved.

13. Temporary loans not included in Lines 2 or 3 ⓘ

\$

## Line 4B

### 14. Temp loans to be repaid in the first six months of ensuing year

These include inter-fund transfers and tax anticipation warrants.

What fund loaned the cash on Line 14?

Please type the name of the fund or financial institution that loaned the funds.

#### Line 4B

14. Temp loans to be repaid in the first six months of ensuing year

\$

What fund loaned the cash on Line 14?

## Line 6

### 15. June 30 Cash Balance, including investments

Please include the June 30 cash balance and ensure that it reconciles with your bank statement.

#### Line 6

15. June 30 Cash Balance, including investments

\$

## Line 7

### 16. Taxes to be collected, present year (December Settlement)

Please include the property tax dollars to be collected between July 1 – December 31. This often consists of the December settlement, but can also include the June settlement, if it was not on time.

#### Line 7

16. Taxes to be collected, present year (December settlement)

\$



## Signing the Form Electronically

At the bottom of the Current Year Financial Worksheet, there is an electronic signature box. Only the user with submission rights will see the signature box.


**Form Signature**


NAME

TITLE

SIGNATURE/PIN

DATE



 **SIGN AND DATE FORM**

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the DLGF at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) in the event that you have lost or not received a PIN code. Once you select "Sign and Date Form," today's date will automatically populate in the date field.


**Form Signature**

NAME


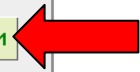
TITLE

SIGNATURE/PIN

DATE



Form signature values saved at 02:54 PM and 58 seconds.

 **SIGN AND DATE FORM** 

Once you see the red text stating "Form Signature Values Saved," you have successfully signed the Current Year Financial Worksheet.

## Marking the Form "Ready to Submit"


At the bottom of the Current Year Financial Worksheet and all other forms there are "Ready to Submit" status boxes. Before the form is entirely complete, there will be a grey box that is titled "Not Ready to Submit."

The budget forms have a feature built in called validation. This does not allow the form to be marked as "Ready to Submit" or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in previous years. Upon closer review, the box states, *"You will be able to mark this form as 'Ready to Submit' once the form has been signed with a valid four-digit PIN."*

 **Not Ready To Submit** 


You will be able to mark this form as 'Ready to Submit' once the form has been signed with a valid four-digit PIN.

Once information has been entered in the published and adopted columns and the form has been appropriately signed with a PIN, the yellow “Ready to Submit” option will appear. This gives users the ability to mark the form as “Ready to Submit” by clicking on the check box.

☐ **Ready to Submit** 


This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.


Once this box is checked, the box will turn green and the form will now be marked as “Ready to Submit.” The Current Year Financial Worksheet will still be editable until it is submitted.


☒ **Ready to Submit** 

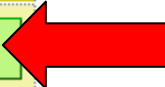
This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Note that after the Current Year Financial Worksheet has been marked as “Ready to Submit,” the Current Year Financial Worksheet under the Budget Form Menu now shows a green submit option.


**Current Year Financial Worksheet: Additional Calculations for Form 4B**


 [Click to edit form](#)

 [Click to submit completed form to DLGF](#)

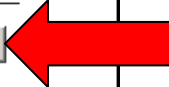


If the Current Year Financial Worksheet is complete and will not need further changes, click on the green submit button. A pop-up box will appear asking you if you are sure you want to submit this form. To confirm, simply press “OK.”

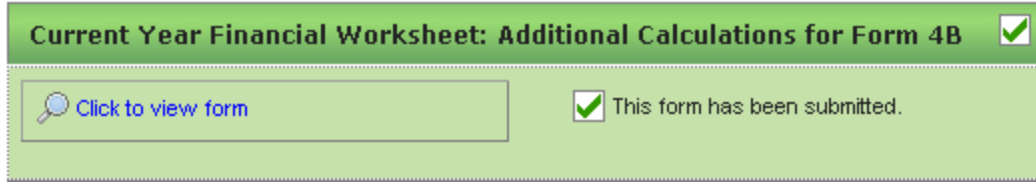


Are you sure you want to  
submit this form?

Cancel
OK



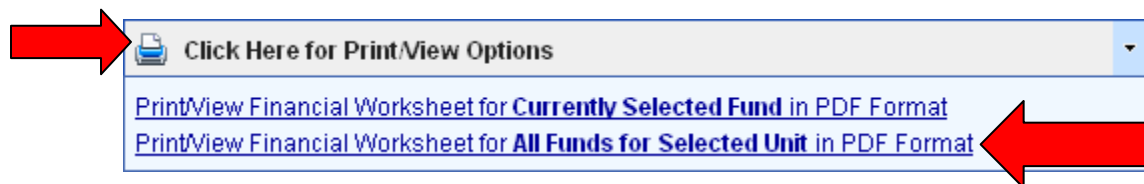
As noted below, the Current Year Financial Worksheet on the Budget Form Menu will now appear green and will now appear in “read only” form.



The form may no longer be edited once it has been submitted. If a form has been submitted by mistake, please contact the DLGF at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 232-3777.

## Viewing and Printing the Form

At any point, the Current Year Financial Worksheet can be printed directly from Gateway. Click the button at the top-left corner of the form that reads, “Click Here for Print/Viewing Options.” Next, click on the link that reads, “Print/View Financial Worksheet for All Funds for Selected Unit in PDF Format.”



Once the page appears in a new window, simply click on the printer icon on the top left hand corner to print. The form may also be saved by selecting the save icon to the right of the print icon. This will save the form as a PDF which can be emailed or posted to a website.



Congratulations! You have successfully submitted your Current Year Financial Worksheet. Please see our other user guides for assistance with other forms. If you have any questions, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 232-3777.